

Chief of Police - Central Campus

MAJOR RESPONSIBILITIES:

Essential Job Functions:

- Provides leadership for the department that includes planning, organizing and supervising all department activities
- Establishes department goals and objectives that are consistent with college goals and objectives
- Ensures that the General Orders and departmental training support the philosophy of providing a secure campus environment for students and employees
- Assures that the department provides effective customer- oriented campus security services while actively enforcing laws and regulations (including parking regulations), responding to emergencies, and preventing crime on campus
- Assures a consistent delivery of service-oriented policies, procedures, and standards for all department operations in the One College concept
- Establishes the department's organizational structure and staffing levels
- Directs, supervises, motivates, and provides leadership to department staff and officers
- Responsible for recruiting, hiring, disciplining, training, evaluating, and development of all department personnel
- Responsible for administering the performance management system for all officers and employees
- Responsible for developing and recommending the annual operating budget for the department
- Identifies creative and effective means of communicating information to students and their parents, faculty, staff, visitors, and the general public, as appropriate
- Maintains liaison with local, state, and federal criminal justice agencies
- Works collaboratively with all academic and administrative units of the college
- Stays abreast of developments in the field of campus security, crime prevention, law enforcement, and emergency preparedness
- Maintains the highest level of professional standards
- Represents and is an ambassador for the department and college
- Ensures compliance with all San Jacinto College administration security and police-related policies and guidelines
- Maintains effective communication and collaboration with the Vice Chancellor, Fiscal Affairs
- Serves as a model of excellence, and supports, promotes and emulates the college's values

Additional Job Functions:

- The successful candidate will have strong leadership and inter-personal skills, and have a documented history of ability to communicate complex information clearly in written and oral format to a variety of audiences.
- The successful candidate will be able to establish a clear vision for the department; demonstrate a creative, customer service orientation; will be able to represent the college professionally and work collaboratively with internal and external parties.

- Candidates should have high ethical values; an attitude, personality and character compatible with good law enforcement; demonstrated ability to organize, direct and manage major work activities and administrative operations.

Knowledge, Skills and Abilities:

- Knowledge of the organizational structure, operating procedures, and workflow of police operations as well as standard supervisory principles and practices
- Knowledge of local, state, and federal laws and regulations pertaining to police operations including but not limited to the Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code, and Texas motor Vehicle Code
- Ability to maintain discipline and respect of employees while leading a sworn and civilian multidisciplinary staff in law enforcement and crime prevention tasks
- Ability to make decisions, exercise resourcefulness to address new problems, and achieve successful outcomes

Required Education:

- Bachelor's degree
- Ten (10) years of related training and experience

Preferred Education:

- Master's degree in criminal justice or related field
- Completion of an advanced police management and leadership training such as the FBI National Academy, Police Executive Research Forum's Senior Management Institute for Police or a state law enforcement command college

Required Experience:

- Ten (10) years of experience as commissioned law enforcement officer
- five (5) years of progressive advancement in supervisory and administrative capacities
- Five (5) years of major command responsibility as a Police Lieutenant or higher

Required Licenses/Certifications:

- Master peace officer certification through TCOLE.
- Hold or obtain NIMS training certification (ICS 100, 200, 300, 400, 700 and 800).
- Hold or obtain a valid Texas driver's license within thirty (30) days of employment.

Salary Grade: 40

Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)

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Posting Close Date: 5/27/2022

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